


Instruction for Online Application Submission for SIRO-Renewal

1. Applicants may refer SIRO guidelines for the scheme details and follow the instructions thoroughly.
2. Before filling Online Applications, applicants are advised to keep required information and documents ready for upload. Form fields of the applications are mentioned below this document for ready reference.
3. For online submission of application, the applicant will have to visit service plus portal at <https://serviceonline.gov.in/dbt> (Please note this URL with **.../dbt**).
4. The applicant shall first have to register (one time only) for accessing the schemes on the **Service Plus portal** (The credentials of other than ServicePlus portal will not work).
5. **For the SIRO RENEWAL scheme, applicants are required to register in the name as mentioned in the previous SIRO recognition letter.**
6. After registering, the applicant organization can log in with the registered login credentials.
7. Applicants can manage the profile after registering like, name of applicant which should be organizations as per SIRO letter, not an individual's name.
8. After log in, SIRO scheme can be reached through: Apply for Services --> View --> All Available services --> **SIRO-RENEWAL** (Search SIRO for quick access)
9. It's advisable to **keep saving data** by **clicking frequently** on **DRAFT** while filling the form. Please refer table at item 19 for possible solutions to other issues like Data Tampering etc.
10. Once it saves in Draft, applicant will get a pop-up notifying App Ref No.
11. This App Ref No. will be used to further track the saved Draft Application as: Login --> View status of Application --> View Incomplete Application.
12. After submission, the applicant organization will receive an Acknowledgement receipt where it will have the final Application Reference Number (App Ref No.) (Different from draft App Ref No.).
13. Applicant may check the application status as: Login --> View Application status --> Track Application status --> App Ref No. --> Get Data.
14. The applicant is required to fill all the required fields and upload all the relevant documents viz. Audited accounts, PAN, Registration document, MoA, AoA / trust deed, Annual reports, Undertakings, and other approvals as detailed in the application.
15. The applicant is required to fill zero (0)/ NIL, where ever there is 'nil' information and upload an 'undertaking' for this.

16. Applicants are advised to keep available previous SIRO Recognition letter and Certificate of Registration (if issued) and also advised to read carefully the advisory given in the help [] in various sections of the application.
17. Applicants are advised to **observe patience** as draft saving/submission/data pop-up may take little time on many occasions.
18. Some of the fields are auto-fill like 'Total' (addition), which have to be clicked in the field box for auto-fill and calculation.
19. For issues like Data tampering, Data loss, etc. refer possible solutions below:

Problem Criteria	Possible Solution
Data Tampering Issue	<ul style="list-style-type: none"> • Compress 'all' pdf files to be uploaded and 'rename' them without spaces in the file name. • Clear Browser cache & history and try again • Check Network and Firewall settings.
To Avoid Data Loss	<ul style="list-style-type: none"> • Frequently use the draft button to save the data.
Session Time out	<ul style="list-style-type: none"> • On few occasions, server takes time to save the data and get timed-out. • Have patience, keep trying and keep the page active.
Disappearing of the collapsingfields	<ul style="list-style-type: none"> • Re-click the dropdown and select "Please Select" (default option) and then re-select the required option as per the case for reappearance of collapsing field.
View uploaded document	<ul style="list-style-type: none"> • In case of viewing issue of uploaded document, it is suggested to reattach the documents under doubt.
Registration in the name of the Organization	<ul style="list-style-type: none"> • Profile details can be modified before submission of application. • Edit and change the Name of Profile (from person to Organisation's Name).

20. All attachments to the online applications must be in the .pdf file format only.
21. DSIR reserves the right to summarily reject the application at any stage, if it is convinced that the application is not properly filled or the relevant information is not provided.
22. For any queries regarding the submission of online proposals under SIRO, please email to the Member Secretary, SIRO.
23. Expanded Application Form and fields are appended below.



Government of India

Ministry of Science and Technology

Department of Scientific and Industrial Research

Technology Bhavan, New Mehrauli Road New Delhi - 110016

Scientific and Industrial Research Organizations (SIRO)

Scientific And Industrial Research Organization - SIRO (RENEWAL)

1. Application Type

1.1 Application is for *

Renewal of Recognition ▼

1.2 Recognition Number *

Category * File Number * / Year * Scheme

Please Select ▼

-TU-V

1.3 Recognition valid up to *

31-03-2025

Upload latest Recognition letter * ?

Choose File No file chosen

Upload latest Registration Certificate (if issued) ?

Choose File No file chosen

Upload all previous Recognition letters , available * ?

Choose File No file chosen

Upload all previous Registration Certificates (if issued) ?

Choose File

No file chosen

2. Details of the Organization

2.1 Name of the Organization as per SIRO Recognition *

2.2 Organization type *

Please Select



Whether Government Organization / Institute ? *

Please Select



Darpan Id

Upload copy of Registration (Darpan Id) ?

Choose File

No file chosen

Upload family tree of Legal Entity * ?

Choose File

No file chosen

2.3 List of independent Institutions under the Organization (e.g. different Colleges under educational Society / Trust etc.)

S.No * Name of Institution *

Place *

2.4 Address of the Organization *

☐

Registered Office Address / Correspondence Address

3. Information about R&D Center(s)

3.1 SIRO R&D Center(s)

S.No * SIRO R&D Center *

3.2 Name, Designation and Address of the overall officer-in-charge of the Laboratory / R&D Center(s)

Name *	Designation *	Address *	E-Mail *	Mobile Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Legal Status of the Organization**4.1 Legal Status *****4.2 Name of the Legal Entity *****4.3 Date of Registration *****4.4 Registration Documents * ?** No file chosen**4.5 MOA, AOA / Trust Deed etc * ?** No file chosen**4.6 Annual Reports of the last 3 years * ?** No file chosen**5. Research Undertaken****5.1 Objectives of Research being taken *****5.2 Whether objective of undertaking of research specified in MOA / AA / Trust Deed ? *****6. Source of Income Details****6.1 Sources of Income of the Organization *****6.2(a) Total number of major Donor * ?****6.2(b) Total Donation received (Rs in Lakhs) ***

6.2(c) Details of the highest Donation received in the last 3 years *

S.No *	Donor Name *	Donation Amount (Rs in Lakhs) *	Purpose *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload details of all major Donations received (strictly in above table format at 6.2(c)) *

 No file chosen

6.3 Have your Organizations received Foreign Contributions ? *



6.4 Are you notified by the CBDT under 35(l)(ii) / 35(l)(iii) ? *



6.5 Upload other approvals like 80(G) of IT Act / section 3 , 2(f) , 12(B) of UGC Act / University Affiliation Letter / University approval as Research Centre , ethical and any other applicable approval(s)

Details *

S.No * Other Approvals Details *

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Upload above mentioned Approvals

 No file chosen**7. Income and Expenditure (Last 3 years)**

Are you maintaining separate accounts for Scientific Research ? *



Upload undertaking to maintain separate account and reflect in the Account statement / Balance sheet before next renewal *

 No file chosen

7.1 Income & Expenditure Details *

☒ YEAR - 1**7.1 Income & Expenditure (Year - I)**

Year - I *

Income (Rs in Lakhs) *

Income	Grants *	Donations *	Project(s) related *	Foreign Contribution *	Testing *	Others *	Total Income (Rs in Lakhs) *
For R&D Activities							0.00
For Non R&D Activities							0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure (Rs in Lakhs) *

Expenditure	Revenue Expenditure other than Salaries *	Capital *	Salaries *	Others *	Total Expenditure (Rs in Lakhs) *	Percentage Expenditure
For R&D Activities					0.00	NaN
For Non R&D Activities					0.00	NaN
Total Expenditure	0.00	0.00	0.00	0.00	0.00	NaN

Upload relevant page from Account statement / Balance sheet of Legal Entity (and Institution if so) * ?

Choose File

No file chosen

Upload IT Returns * ?

Choose File

No file chosen

7.2 Income & Expenditure Details *

☒ YEAR - 2

7.2 Income & Expenditure (Year - II)

Year -II *

2022-2023

Income (Rs in Lakhs) *

Income	Grants *	Donations *	Project(s) related *	Foreign Contribution *	Testing *	Others *	Total Income (Rs in Lakhs) *
For R&D Activities							0.00
For Non R&D Activities							0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure (Rs in Lakhs) *

Expenditure	Capital *	Revenue Expenditure other than Salaries *	Salaries *	Others *	Total Expenditure (Rs in Lakhs) *	Percentage Expenditure
For R&D Activities					0.00	NaN
For Non R&D Activities					0.00	NaN
Total Expenditure	0.00	0.00	0.00	0.00	0.00	NaN

Upload relevant page from Account statement / Balance sheet of Legal Entity (and Institution if so) * ?

Choose File No file chosen

Upload IT Returns * ?

Choose File No file chosen

7.3 Income & Expenditure Details *

☒ YEAR - 3

7.3 Income & Expenditure (Year -III)

Year - III *

2023-2024

Income (Rs in Lakhs) *

Income	Grants *	Donations *	Project(s) related *	Foreign Contribution *	Testing *	Others *	Total Income (Rs in Lakhs) *
For R&D Activities							0.00
For Non R&D Activities							0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure (Amount in Lakhs) *

Expenditure	Capital *	Revenue Expenditure other than Salaries *	Salaries *	Others *	Total Expenditure (Rs in Lakhs) *	Percentage Expenditure
For R&D Activities					0.00	NaN
For Non R&D Activities					0.00	NaN
Total Expenditure	0.00	0.00	0.00	0.00	0.00	NaN

Upload relevant page from Account statement / Balance sheet of Legal Entity (and Institution if so) * ?

Choose File

No file chosen

Upload IT Returns * ?

Choose File

No file chosen

8. Organization Audit

Whether accounts of the Organization are audited ? *

Please Select



9. Investments Clause (Investments should be strictly in accordance with the provisions contained in the I.T. Act. 1961/2017)

9.1 Date as of which following Information is provided



9.2 Details of Investment as per IT act *

Fixed Deposits with Scheduled
Banks *

Fixed Deposits with Companies * In Securities *

In Shares, Debentures *

Bank Balance *

Others *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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10. R&D Facilities Available for Research

10.1 Total Land & Building Area *

Total Land & Building Area

Area *

Total Land area for R&D(in acres)

Total Building area for R&D(in Sq. m)

Total Land area with Organisation(in acres)

Total Building area with Organisation(in Sq. m)

10.2(a) Total number of major R&D Equipment *

10.2(b) Total worth of all major R&D Equipment (Rs in Lakhs) *

10.2(c) Details of R&D Equipment (highest value) *

S.No * Equipment Type * Name of Particulars * Year of Purchase * Cost of Equipment (Rs in Lakhs) *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Upload full list of all major R&D Equipment (strictly in above table format at 10.2(c)) * ?

Choose File

No file chosen

11. Managing Committee

11.1 Total Members in Managing Board / Governing Board / Managing Committee *

11.1.1 Details of Chairman / Chief of Managing Committee *

S.No * Name * Profession / Occupation * Designation * Official Address * E-Mail * Mobile Number *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Upload details of all Members of Managing Board / Governing Board / Managing Committee (strictly in above table format at 11.1.1) * ?

Choose File

No file chosen

11.2 Whether there is a separate Governing Body ? *

Please Select

**12. Research Advisory Board**

12.1 Total Members of Research Advisory Board *

12.2 Number of EXTERNAL Members *

12.3 Chairman of Research Advisory Board

S.No. * Name * Designation * Internal / External * Organisation * Official Address * E-mail * Mobile Number * Letter of Acceptance(Yes / No) *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Upload complete details of all Members of Research Advisory Board (strictly in the above table format at (12.3)) * ?

Choose File

No file chosen

Upload Letter(s) of Acceptance of External Members * ?

Choose File

No file chosen

13. Staff engaged in Research

Number of Staff engaged in R&D *

Qualification *

Full - Time engaged in R&D *

Part - Time engaged in R&D *

Total *

PhD			0
ME/M.Tech			0
Other PG(s)			0
Others			0
Total Manpower	0	0	0

Total Manpower engaged in Non R&D *

Grand Total Manpower with the Organization *

14. Areas of Research

Areas of Research undertaken *

15. Past Research Programmes

15.1 Total number of Research Programmes completed in the last 3 years *

15.2 Details of the best Research Programme completed in the last 3 years *

Title and Scope of the Project *	Sponsoring Agency if any *	Project Leader *	Start Year *	Completion Year *	Duration in months *	Total Project Cost (Rs in Lakhs) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload complete list of all Research Programmes completed in the last 3 years (strictly in above table format at 15.2) * 

Choose File

No file chosen

16. On-going Research Programmes

16.1 Total number of ongoing Research Programmes *

16.2 Details of the best on-going Research Programmes *

Title and Scope of the Project *	Sponsoring Agency if any *	Project Leader *	Start Year *	Duration in months *	Total Project Cost (Rs in Lakhs) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload list of all ongoing Research Programmes(strictly in above table format at 16.2) * ?

Choose File No file chosen

17. Scientific Research Achievements

17.1 (a) Research Paper and Articles *

☒ year-wise Number

Number of Research Papers & Articles *



Year *	Number *
Year - 2022	<input type="text"/>
Year - 2023	<input type="text"/>
Year - 2024	<input type="text"/>
Total	0

Upload year-wise list (Bibliographic details in IEEE / any standard format including D.O.I) of Research Papers & Articles mentioned in 17.1(a) above * ?

Choose File No file chosen

17.1 (b) Research Paper & Articles *

☒ Details

Details of the best Research Paper & Article (highest impact factor) during the last 3 years *



Bibliographic Details (in IEEE format) *

Upload full reprints of Publications mentioned in 17.1(b) above * ?

Choose File No file chosen

17.2 (a) Books / Book-Chapters *

☒ year-wise Number

Number of Books / Book-Chapters etc

Year * Number *

Year - 2022	
Year - 2023	
Year - 2024	
Total	0

Upload year-wise lists of Books / Book-Chapters etc (Bibliographic Deatils in IEEE / any standard fromat) mentioned in 17.2(a) above * ?

 No file chosen

17.2 (b) Books / Book-Chapters *

☒ Details

Details of the Best during the last 3 years *



Bibliographic Details (in IEEE / any standard format) *

Upload full reprints of Publications mentioned in 17.2(b) above * ?

 No file chosen

17.3 New Products / Processes / Methods / Techniques developed during the last 3 years *

☒ Details

Total Number of Technologies *

Details of the Best during the last 3 years *



Details

Upload complete list of New Products / Processes / Methods / Techniques * ?

 No file chosen

17.4 Improvements in existing Products / Processes / Methods / Techniques during the last 3 years *

☒ Details

Total Number of Improvements *

Details of the best Improvement during the last 3 years ***Details ***

Upload complete list of improvements in existing products / processes / methods / techniques * ?

Choose File

No file chosen

17.5 Societal outcome of the R&D activities undertaken during the last 3 years *



Details

Total Number of Outcomes *

Details of the best outcomes during the last 3 years ***Details ***

Upload complete list of Societal outcome of the R&D activities undertaken * ?

Choose File

No file chosen

17.6 (a) Import Substitution *



year-wise Duty Exemption

Duty Exemption (claimed in Rs lakhs) ***Year *****Claimed Amount ***

2021 - 2022	<input type="text"/>
2022 - 2023	<input type="text"/>
2023 - 2024	<input type="text"/>
Total	0

17.6 (b) Import Substitution *



Details

Details of the highest Import Substitution ***Particulars ***

Upload complete list of Import Substitution * ?

Choose File

No file chosen

17.7 Linkages with Industry-projects during the last 3 years *

☒ Details

Total Number of Linkages *

Details *



Name of Industry *

Particulars *

Upload complete list of Industry projects - details (strictly in above table(17.7) format) * ?

Choose File

No file chosen

17.8 (a) Patents *

☒ Number

Details *



Total number of Patents filed so far *

Number of Patents filed during the last 3 years *

Total number of Patents granted so far *

Number of Patents granted during the last 3 years *

17.8 (b) The best Patent during the last 3 years *

☒ Details

Details



Year *

Application Number *

Particulars *

Status *

Please Select



Upload complete list of Patents mentioned in 17.8(a) (strictly in above table format 17.8(b)) * ?

Choose File

No file chosen

17.9 Products / Processes / Methods / Techniques commercialized or implemented during the last 3 years *

☒ Details

Total Number of Commercializations *

Details of the best Commercialization *



Implementing / Commercialization Agency *

Particulars of Technology *

Upload complete list of Products / Processes / Methods / Techniques commercialized or implemented (strictly in above table format 17.9) * ?

Choose File

No file chosen

17.10 Collaborations / Awards and Recognitions during the last 3 years *

☒ Details

(a) National Awards *

☒ Details

Total number of National Awards *

Details of the Best *



Particulars *

Upload complete list of National Awards * ?

Choose File

No file chosen

(b) International Awards *

☒ Details

Total number of International Awards *

Details of the Best



Particulars *

Upload complete list of International Awards * ?

Choose File

No file chosen

(c) Collaborations / MOU *

☒ Details

Total Number of Collaborations *

Details of the Best

Particulars *

Upload complete list of Collaborations * ?

Choose File

No file chosen

18. Future Research Programmes

18.1 Total number of Research Programmes planned to be undertaken during the next 3 years *

18.2 Details of the Best ***Title and Scope of the Project *** **Sponsoring Agency if any *** **Project Leader *** **Proposed Year of start *** **Duration in months *** **Total Project Cost (Rs in Lakhs) Foreign Exchange (in INR) ***

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Upload complete list of Research Programmes planned to be undertaken during the next 3 years (strictly in above table(18.2) format) * ?

Choose File

No file chosen

19. Details of Seminars, Conferences, Workshops, Training Courses conducted during the last 3 years**19.1 Details *****Year *** **Number ***

Year - 2022	
Year - 2023	
Year - 2024	
Total	0

19.2 Details of the best Event during last 3 years**Name of Event (Seminar/ Conference/ Workshop/ Training Course) *** **Venue *** **Period ***

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Upload year- wise lists of Seminars, Conferences, Workshops, Training Courses conducted (strictly in above table format at 19.2) * ?

Choose File

No file chosen

20. PPT, Video and Any other Information(s)

Upload PPT on R&D achievements of the past 3 years * ?

Choose File

No file chosen

Paste URL link to access walk-in video of the Organization and R and D facilities *


Paragraph on salient R&D achievements in the last 3 years including at least 2 major highlights and it's societal importance *

Whether SIRO carries hospital related activities ? *

Please Select



Any other Information Details(s)

Upload the relevant document(s) 

Choose File

No file chosen

Declaration

I hereby certify, to the best of my knowledge and belief, that all the particulars furnished above are correct and complete. I agree to comply with the terms and conditions of the recognition as laid down by the Department of Scientific and Industrial Research, Ministry of Science and Technology, New Delhi and violation of the same may lead to de-recognition automatically. *

☐ I AgreeSignature (To be signed by M.D./Chief Functionary / Head of the organization) (.jpg format) * 

Choose File

No file chosen

Please upload colored scan of above undertaking (ink-signed by M.D. / Chief Functionary / Head of the organization) on the letter head of the Organization *

Choose File

No file chosen

Name *

Signatory *

Please Select



Designation

Address Line 1 *

Address Line 2

Address Line 3

Country *

Please Select



State *

Please Select



District

Please Select



Postal / Zip Code *

E-Mail *

Mobile Number *

Word verification



Please enter the characters shown above

Draft

Submit

Close

Reset



Power To Empower



Open Government Data (OGD) Platform India



MeitY



सत्यमेव जयते

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